



EMPLOYMENT OPPORTUNITY

Accountant

Recruitment Number: 05-180

Salary: \$4,679.04 - \$5,687.39 / Monthly
Filing Deadline: 5 PM, TUESDAY, JULY 5, 2005

[SUPPLEMENTAL QUESTIONNAIRE REQUIRED \(Click Here to Download\)](#)

POSITION SUMMARY

The Finance Department provides full service accounting for the City, which includes accounts receivable, accounts payable, payroll, purchasing, and financial reporting. There are two immediate openings in the Finance Department. These positions will perform professional accounting, analysis, and maintenance of budget, revenues, expenditures, assets, liabilities, fund equities, and other financial records; conduct audits and perform special projects; assist in budget preparation and revenue estimates; plan, analyze, and recommend changes in accounting and auditing systems; and do related work as required.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: prepare, analyze, and reconcile a variety of financial statements; prepare and review bank reconciliation for City's general and payroll accounts; review monthly investment reports; prepare and record special transaction reports and journal entries; implement internal controls to ensure the accuracy of fixed asset records; conduct departmental or business audits and prepare reports regarding findings; review City and other related entities' audit reports; assist in special projects as assigned; develop and recommend improvements to expedite work and improve accuracy; assist in budget preparation and revenue estimates; review records of original entries; post transactions to general ledger; may oversee accounts receivable, accounts payable, and payroll functions; prepare correspondence and memorandums as needed; provide information to City employees and others that require the use of judgment and the interpretation of policies, laws, rules, and procedures; organize and maintain various files; type correspondence, reports, forms, and other financial documents; exercise discretion in dealing with confidential matters and perform with a great deal of autonomy; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of education and/or experience and training equivalent to a bachelor's degree from an accredited college with major course work in accounting or related field and two years of professional accounting, preferably with a government agency. Lead accountant experience desirable.

Knowledge, Skills and Abilities: Knowledge of: generally accepted accounting principles, practices, and procedures; principles of governmental accounting, budgeting, and public finance; reporting laws and requirements of various state and federal agencies, insurance, and financial firms; principles and practices of training, assigning, and reviewing the work of others; principles and practices of conflict resolution; basic business data processing principles and applications; modern office practices and procedures; computer equipment and software applications related to assignment; financial mathematics; English usage, spelling, grammar, and punctuation. Ability to: prepare, analyze, and reconcile financial records and statements; prepare written reports and make recommendations; conduct departmental or business audits; lead, assign, train, and review the work of others; exercise good judgment in the application and interpretation of policy, regulations, and procedures related to assignment; provide technical assistance in specialized procedures to departmental personnel; train and assist other staff as necessary; prioritize work, coordinate several activities, and follow-up as required; operate standard office equipment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

Ability to sit for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use keyboard to communicate through written means; lift and carry weight of 15-pounds or less for varying periods of time; see in the normal vision range with or without correction; hear in the normal range with or without correction.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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